



American Consulate General, Chennai

November 13, 2009

Vacancy Notice

American Consulate General, Chennai, is seeking an individual for the position of Information Assistant (Malayalam editor) in Public Affairs section.

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be considered. Only completed forms will be considered. (Refer to application procedure below)

Only those applicants who are selected for skills test/interview will be contacted.

ANNOUNCEMENT NUMBER: CHE-PSAP-2009-20

OPEN TO: All Interested Candidates

POSITION: Information Assistant

NUMBER OF POSITIONS: **One** (730008)

OPENING DATE: November 13, 2009

CLOSING DATE: November 27, 2009

WORK HOURS: Full-time; 40 hours/week

SALARY: **EFM/MOH/NOR:** Grade: FP-05*
Ordinarily Resident: Grade: FSN-09*

*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE CONSIDERED.

BASIC FUNCTION OF POSITION

Under the supervision of the Information Specialist and Information Officer's guidance, designs media placements in Malayalam print, TV, web, radio and other media based on MPP themes. With a wide knowledge of Indo-US relations, regularly assesses political,

social and economic developments. As Malayalam language editor: under the guidance of Information Specialist and Press Chief, works to place USG press releases, VOA and WorldNet programs; and to arrange print, electronic, radio and web interviews in English language media in his/her area/State. Works independently with minimal oversight to place USG press releases, VOA and WorldNet programs; and to arrange print, electronic, radio, and web interviews in the local vernacular language media in his/her area/State. Monitors the Malayalam language media reports in print, TV and other media; maintains daily personal contact with Malayalam media editors, key journalists, TV networks, government officials to promote placements and monitor political/economic developments in the Malayalam language media outlets. Provides input for daily media reaction reports, weekly political roundups on significant national and international political/economic/social issues; drafts cables on media bias focused on important political/economic events in Kerala and other reports sought by New Delhi and Washington. Maintains personal contacts with key print, TV, radio, web and media editors, political and government leaders in Kerala. Regularly meets with community leaders, NGO representatives besides senior officers of the electronic media and the government-controlled All-India Radio, DOORDARSHAN TV, and private television channels and cable TV networks in the state of Kerala. Conducts Public Affairs media-related programs in Kerala, writes features, press releases and other articles in Malayalam for placement in Malayalam language media. Extends press support for post-organized speaker programs and other events conducted by the Cultural Affairs Section, the American Library and other elements of the post in Kerala including Ambassadorial visits and other U. S. VVIP tours. Prepares periodic political/economic reports to highlight media focus on key issues.

QUALIFICATIONS REQUIRED

- a. A Master's degree in humanities/liberal arts/social science/journalism and specialized training in journalism is required.
- b. Five years in a senior journalistic position in a leading Malayalam newspaper/magazine is required.
- c. Level IV (Fluency) in written and spoken English and Level V (Interpreter) in Malayalam is required.
- d. A thorough knowledge of the political, economic, social and educational trends in India; a thorough grasp of these trends more specifically in Kerala and among its media institutions and personnel is essential.
- e. Ability to choose and produce credible articles and features; translates them into crisp and readable Malayalam for placement in print and electronic media is required.
- f. Ability to officiate for another language editor in his/her absence; also as and when designated by the Information Specialist and Press Chief, should be able to officiate for English Editor and Press Chief in his/her absence. Ability to develop and maintain extensive and high level contacts among media, cultural, political, business, NGO and government leaders in Kerala is required.
- g. Strong communication and organizational skills are required.

SELECTION PROCESS

When equally qualified, Eligible Family Members (EFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above, in their applications.

ADDITIONAL CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days on the job.

TO APPLY

Interested applicants for this position should submit the following:

1. Application for Employment, Form HR-01, available on website http://chennai.usconsulate.gov/job_opportunities.html
2. **OPTIONAL:** Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position listed above.

SUBMIT APPLICATION TO

American Consulate General
Attention: Ms. Juliana K. Ballard
Management Office
220 Anna Salai
Chennai 600 006

Or

FAX: 2857 4455/ 2811 2020

Or

E-mail: chennai-vacancies@state.gov

(Please insert “**CHE-PSAP-2009-20**” (Vacancy Announcement Number) in the subject line of the e-mail. Applications without the announcement number or with incorrect announcement number will not be considered).

POINT OF CONTACT

Vijaya Mahesh
Telephone: 2857-4000

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the subject announcement must be received in the Management Office by close of business November 27, 2009.

An Equal Opportunity Employer

Approved: A/M: Gregory Campbell

Cleared: PAS: Ragini Gupta

Cleared: PAS: Koteswara Rao

Drafted: M/HR: Vijaya Mahesh